



IDPH AMERICORPS MENTORING PROGRAM CHECKLIST FOR ENROLLING RETURNING MEMBERS



For your convenience, a checklist to help guide you through all required forms has been provided. Your AmeriCorps member should follow this checklist for quick reference and to ensure all forms are satisfactorily completed before submitting.

Once completed, please return all paperwork to:

Amanda McCurley, Program Director via secure fax at 515-281-4535

The member understands that full enrollment is not complete until the following forms are completed and returned to the IDPH AmeriCorps Mentoring Program Director, Amanda McCurley.

The AmeriCorps member must provide/complete:

- ☐ Online AmeriCorps Enrollment Form (MUST be completed in My AmeriCorps via www.americorps.gov)
- ☐ Thoroughly read and signed all applicable parts of the Member Service Agreement **(Original gets mailed to Amanda McCurley at IDPH)**
- ☐ Signed Position Description w/ Site Specific Duties **(Original gets mailed to Amanda McCurley)**

IDPH Payroll and Personnel Forms:

- ☐ Confidential Personal Data Form
- ☐ Copy of proof of health insurance (full time members choosing to opt out of AmeriCorps insurance coverage)

Complete, sign, and return copies of the following forms:

- ☐ Photograph and Publicity Consent Release
- ☐ Member Benefit Acceptance/Waiver Form
- ☐ Letter of Intent for Service with IDPH (prepared by the Program Director for signature after the online enrollment is complete)